

Adopted Budget - FY 2023

Central Services

Calculation of Contribution to(from) Fund Balance/General Fund

	Adopted Budget FY 2022	Adopted Budget FY 2023
Estimated Revenue		
Charges for Services	348,480	296,220
Total Estimated Revenue	348,480	296,220
Operating Expenses		
Printing	118,400	83,830
Mailing	201,380	187,770
Storeroom & General	21,100	18,250
Total Operating Expenses	340,880	289,850
Net Operating Income (Loss)	7,600	6,370
Add:		
Depreciation	21,450	13,880
Deduct:		
Debt Service Principal	0	0
Capital Expenditures from Current Operating Funds	10,000	10,000
Calculation of Contribution to(from) Fund Balance/General Fund	19,050	10,250

This Internal Service Fund derives most of its revenues from three major revenue sources.

Printing: This revenue source represents printing charges – composition, layout, offset printing, and binding – to produce reports, brochures, forms, and stationery for City departments and the School Board.

Material/Supply Sales: This revenue source reflects sales from a 2,000 item office supplies inventory maintained at the Print Shop. Although the Print Shop purchases in bulk to reduce costs, this trend is downward due to strong competition from mail-order companies and wholesale chains such as OfficeMax.

Postage: This revenue source reflects cost recovery for running and distributing US and interoffice mail.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Adopted	Increase/ (Decrease)
Revenues:					
Printing	\$ 33,809	\$ 37,590	\$ 126,000	\$ 66,720	\$ (59,280)
Materials & Supplies	19,829	18,221	21,100	21,000	(100)
Postage	172,950	183,008	201,380	208,500	7,120
Totals	\$ 226,588	\$ 238,819	\$ 348,480	\$ 296,220	\$ (52,260)

Description

Central Services, or the “Print Shop” as it is better known, provides printing services including letterhead, envelopes, booklets, business cards, flyers and receipt books and the acquisition of office supplies (including bulk purchases of paper) to all City Departments and the School Board more efficiently and at less cost than outside vendors. When print jobs exceed the capabilities of the Print Shop’s equipment, they are outsourced at a reduced cost. This division also operates the central mailroom and delivers interoffice mail throughout the City.

Envisioned as a self-supporting operation, Central Services receives only limited support directly from the General Fund (none has been required during the last decade). The Print Shop is located in the basement of the City Armory at the corner of Spring Street and Floyd Street.

Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$ 103,650	\$ 110,206	\$ 112,710	\$ 94,470	\$ (18,240)
Employee Benefits	12,935	15,913	16,100	12,310	(3,790)
Purchased Services	6,853	8,841	19,600	15,500	(4,100)
Internal Service	8,043	10,986	10,820	10,460	(360)
Other Operating Expenses	139,213	133,916	160,200	143,230	(16,970)
Capital Outlay	34,675	4,199	10,000	10,000	-
Depreciation	17,290	19,761	21,450	13,880	(7,570)
Totals	\$ 322,659	\$ 303,822	\$ 350,880	\$ 299,850	\$ (51,030)

Personnel

Position Title	FY 2020 FTEs	FY 2021 FTEs	FY 2022 FTEs	FY 2023 FTEs
PRINTER	2.000	2.000	2.000	1.800
PRINT SHOP SUPERVISOR	0.900	0.900	0.900	0.500
Total	2.900	2.900	2.900	2.300